

Sent: Thursday, October 06, 2011 1:33 PM
To: +All HQ Employees
Subject: Town Hall Meeting Announcement

**Town Hall Meeting Announcement
October 11 & 12, 2011
BOE Board Room**

Board of Equalization (BOE) employees will be provided the opportunity to have questions and concerns addressed regarding the 450 N Street BOE Headquarters Building through a series of Town Hall Meetings. Three (3) Town Hall Meetings will be conducted for this purpose in the BOE Board Room located at 450 N Street, Sacramento, on October 11 & 12, 2011, according to the following schedule*:

- Tuesday 10/11/11 12:00 - 1:30 (1:30-2:00 for union/employee group session)
- Tuesday 10/11/11 2:10 - 3:40 (3:40-4:10 for union/employee group session)
- Wednesday 10/12/11 2:00 - 3:30 (3:30-4:00 for union/employee group session)

*Please note that employees will also be provided the opportunity to meet with labor union representatives for up to thirty (30) minutes following each Town Hall Meeting.

Since each meeting is scheduled for one and one half hours (1 ½ hrs), with up to thirty (30) minutes for employees to meet with labor union representatives, employees will be allowed up to two (2) hours of state time to attend.

Please be sure to coordinate attendance of a Town Hall Meeting, including lunch schedule changes, with your supervisor to ensure adequate office coverage.

➤ **Questions in advance**

- **Regardless of how employees elect to participate, questions in advance are encouraged to allow the maximum amount of information to be addressed at the Town Hall Meetings. Please submit your question(s) to Kristi Petretti, BOE Health and Safety Officer, at kristi.petretti@boe.ca.gov by noon on October 10, 2011.**

➤ **Several ways to participate:**

In-person

- Attendance in-person will be on a first-come first-served basis, and limited to the maximum seating capacity of the Board Room.
- Reservations and/or pre-scheduling of attendance will not be permitted.
- In order to allow maximum in-person participation, employees are asked to please attend only one (1) Town Hall Meeting.

Live stream on eBOE

- Employees may participate in a Town Hall Meeting via live-stream, by accessing eBOE at the scheduled meeting date/time and by clicking on the meeting link.
- Questions may be submitted to the panel via e-mail during the meeting by using the e-mail address posted with the meeting link.

Viewing recorded video on eBOE

- Each Town Hall Meeting will be recorded and posted on eBOE within 72 business hours following the final meeting on October 12, 2011.
- Employees who wish to view a recorded meeting will have the opportunity to do so after the close of business on Monday, October 17, 2011.
- **Employees who elect to view a recorded meeting will have the opportunity to have questions answered by submitting them in advance to the BOE Health and Safety Officer at kristi.petretti@boe.ca.gov. Please ensure questions are submitted by noon on Monday, October 10, 2011.**

The Town Hall Meetings will be facilitated by The Kolbe Company, an independent company retained by BOE.

The Town Hall Panel will consist of:

- Department of General Services (DGS)
Nik Karlsson, Chief, Project Management Branch
- LaCroix Davis (LCD) - retained by DGS
Stephen C. Davis, Principal
Chris Corpuz, Senior Manager
Ted Ice, Senior Associate
- Hygiene Technologies International (HTI) - retained by BOE
Kenny K. Hsi, Technical Director
Lakhpreet Sandhu, Regional Manager
- ThyssenKrupp Elevators Americas (TK)
Mike Morrison, Sales Supervisor

If you have any questions, please contact Kristi Petretti, Health and Safety Officer, at kristi.petretti@boe.ca.gov.

SCHEDULED TOWN HALL EVENTS ARE FOR BOE EMPLOYEES AND UNION REPRESENTATIVES ONLY.

Thank you,

Kristine Cazadd
Executive Director
Board of Equalization
916-327-4975